

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT FORMS TO CHANGE AN ORDER OF ASSIGNMENT (When Parties Will Not Sign Agreement to the Change)

TO COMPLETE THESE FORMS YOU WILL NEED:

- ✓ The date the current **"Order of Assignment"** was signed. If you do not know this date, you can find it on the original **"Order of Assignment"** maintained in the court file.
- ✓ The fee for filing for this process is currently \$61.00. There may be additional fees, including an appearance fee OF \$231.00 if this is the first time you or your attorney has appeared (filed any papers) in this case. If you cannot pay these fees, you may request that the fees be deferred or waived. The Self-Service Center and the Clerk of Superior Court have the necessary forms to request the deferral or waiver.

DEFINITIONS:

"Obligee" is the person or agency entitled to receive support payments.

"Obligor" is the person ordered to make support payments.

For All Forms: use black ink, Type or Print in large clear letters.

PETITION TO CHANGE ORDER OF ASSIGNMENT

Match each numbered item in the instructions with the same numbered item on the form.

Enter the following information:

- (1) (At top left) Print the name and other information requested for the person submitting this form. If you are representing yourself in this matter, check the box before "Self".
- (2) The names of the persons shown as the petitioner/plaintiff and respondent/defendant on the original Order of Assignment.
- (3) The case number that appears on the Order of Assignment.
- (4) The ATLAS number (if one has been assigned to your case).
- (5) The name of the person making this request to change the amount of the Assignment.
- (6) The date the current Order of Assignment, the one you want to change, was signed. This will be near the Judicial Officer's signature on the Order
- (7) The amount listed on the current Order of Assignment.
- (8) The new amount you want the Court to order Assigned.
- (9) or (10) Check to explain *why* the Order of Assignment should be changed.
 - (9) Check here if the amount listed on the current order is WRONG, or if the amount has been changed by court order. If it was changed, enter the date of the Court Order making the change and the name of the county where the change was made. OR
 - (10) Check here if money is still owed, **but the amount owed has changed so the amount of the assignment should be changed**, then read and check the appropriate boxes immediately below that explain *why* the amount of the assignment should change in your situation.

If, in (10), you checked **"The obligation to make current child support payments has ended"**, check (10)(a) and all the boxes under (10)(a) that explain why no current/future child support is owed. But if you checked **"The amount of current child support to be paid has decreased"**, then check (10)(b), and all the boxes under (10)(b) that explain why the amount of child support owed has decreased.

(10)(c) Check this box if there are other reasons listed on the support order or permitted by law for changing the amount of the ***“Order of Assignment”*** that are not included in **10(a)** or **(b)**, and list them in the space provided. Write CLEARLY.

Signatures/Notary Information: Do not sign until you are directed to do so by a Notary Public or a Clerk of Court. Sign only your own name. Do not fill out the rest of this page. Signing your name is a statement to the Court that you believe the information submitted is true and correct under penalty of law.

ORDER OF ASSIGNMENT

If the Court grants your request, you will need a new ***“Order of Assignment”*** with the new/correct amount.

1. Match the numbered instructions below with the matching numbers on the form.
2. Fill in the name of the person shown as the petitioner on the original ***“Order of Assignment.”***
3. Fill in the name of the person shown as the respondent on the original ***“Order of Assignment.”***
4. Fill in the case number and ATLAS Number (if any) that appears on the original ***“Order of Assignment.”***
5. Fill in the name and Social Security Number (SSN) of the person obligated to make payments.

STOP. Judicial Officers or staff will complete the rest of this page. Proceed to next form

CURRENT EMPLOYER INFORMATION SHEET

- Fill in the information requested on this short form, which asks for only:
- Case Number
- ATLAS Number (if one has been assigned to this case)
- Name of the payor, the person obligated to make payments
- Name and payroll address, fax and phone numbers for the payor’s current employer (the one(s) named in the Order of Assignment)
- Name and payroll address, fax and phone numbers for the payor’s previous employer

**WHEN YOU HAVE COMPLETED THESE FORMS, GO TO THE “PROCEDURES” PAGE
AND FOLLOW THE STEPS LISTED THERE.**